

## SEZP 2018-19 School Planning Process

### School Priorities: Kiley

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#### Priority 1: Intentional Practices for Improving Instruction (Turnaround Practice #2)

We will develop a professional learning system which provides all staff/teams with the tools to implement well-structured lessons that meet the needs of all students through planning and resources. The PLS will be structured to allow teachers to visit model classrooms, develop effective and engaging lesson plans, and to develop best practices across all content areas. The use of the IPG (Instructional Planning Guide) will give teachers timely and specific feedback. The administration team, coaches, and members of ILT will use the Instructional Practice Guide to conduct twice monthly learning walks that will drive the focus of our professional learning system. The use of the IPG is not evaluative and purely for development of the educator.

#### Rationale:

Feedback from staff indicated that Kiley is still in the developing stage for time used for professional development and collaboration. Although Kiley students met the expected growth in MCAS ELA, Math was still a struggle (median SGP of 26). Kiley adopted an aligned curriculum, however, MCAS and MAP results show that teachers need aligned resources and feedback to improve instruction.

#### Priority 2: School Climate and Culture (Turnaround Practice #4)

Teachers, students, and parents/guardians will contribute to a school culture where everyone will be treated with respect, positive relationships will be built, and successes will be celebrated. All staff will act with professionalism and urgency. PBIS and Trauma Sensitive quarterly trainings will be provided to all staff. Success will be measured by monthly SWIS data and ILT/ PBIS committee conducting quarterly learning walks with culture and climate rubric.

#### Rationale:

SWIS data indicates that a many teachers continue to struggle with student behaviors. Preliminary MSV data states Kiley is providing level (3 of 4) for adult-student relationship, expanded learning, wraparound services and external partners, and family and community engagement.

## Educator Working Conditions (School Operational Plan) Kiley Middle School



**1. Allocation of discretionary funds made available by the principal, including in areas such as: wraparound services for students and families, after-school programs, and school supplies.** Discretionary funds are those remaining after a school budgets for district services, partner fees, staff salaries and stipends.

For the 2018-19 school year, discretionary funds have been allocated in the the following amounts:

- Grade level field trips and incentives: \$6,000 (\$2,000 per grade level)
- School wide incentives: \$2,000

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

### **2. School curriculum issues.**

Kiley will use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. To the extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback.

**3. Professional development activities applicable to the school as a body.** This does not include individualized professional development or coaching of teachers.

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year starts and ends. If possible, at least one week's notice will be given to teachers before any required professional development activities. Expected professional development activities include those below (please see school calendar for additional details):

- Up to 5 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year;
- Up to 10 hours of PD after the school day ends for students during the year ("extended day")
- 13 hrs of PD after the school day ends for students on an early release day ("early release/afternoon pd")

### **4. School calendar.**

Please see the attached 2018-19 school year calendar for staff. Any change to the school year calendar is subject to SEZP approval. If possible, at least one month's notice will be given to teachers before any change to the school calendar. In the event of a change during the year, accommodations may be made for individuals with critical scheduling conflicts on a case-by-case basis. The school calendar will include:

- Total number of school days and hours for students. Required total hours for students are a minimum of 1330 per year.
- Total number of days and hours for educators, including school days and professional development and planning days. Teachers are required to work a minimum of 1500 hours per year.

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- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

**5. Schedule for staff and students, provided that teachers will continue to receive duty-free lunch and regular preparatory time**

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 8 hours and 10 minutes (including lunch and prep time). For the majority of educators, required hours will be approximately 7:20 am–3:30 pm Monday through Thursday and 7:20 am–3:00 pm on Fridays.

Teachers will have at least 3 planning hours per week. These hours will be allocated as evenly across the school week as possible. This time can be to plan, grade, collaborate with their colleagues, etc. In extenuating circumstances, teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or PLC meetings on 2 days weekly as well as after school, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Kiley may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. On a regular basis, these activities include items in the list below:

- Participation in open house plus one after school event at the discretion of the teacher during the course of the year;
- Weekly lesson plans that are submitted to administrators by 7:35 am Monday morning.
- Phone calls to families about the academic progress of students;
- Preparation of individual student weekly reports, progress reports, and report cards;
- Participating in staff recruitment and selection processes;
- Working regularly with school administrators to improve one’s instructional practices;
- Homework expectations will be outlined in a teacher syllabus, which will be shared with students at the beginning of the course;
- Attending student-related meetings.

**6. Scheduling of school-wide parent/teacher meetings.** This does not include individual parent-teacher meetings that may occur between school-wide meetings.

Kiley will hold weekly parent-teacher conferences during the school year. Time will be set aside from 3:00 PM to 3:30 PM for these conferences but timings may change to accommodate schedules of parents.

**7. Work before and/or after the regular school year.**

Returning teachers are expected to report to work on August 20, 2018. The final work day for teachers is June 19, 2019. These dates assume five days built in for inclement weather and will change based on the actual number of inclement weather days. If possible, at least one month’s notice will be given to teachers before any change to the start and end of the school year.

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## **8. Notices and announcements.**

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

## **9. School health and safety issues.**

Working with SEZP and SPS, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.

Security of school premises will be maintained and visitors to the school will be required to check in upon entry.

Every effort will be made to mitigate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

## **10. Staff dress code.**

Staff at Kiley are asked to dress professionally for a school setting.

## **11. Rotation of duties.**

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Kiley. To the extent possible, duties will be equitably distributed and rotated among staff members on a regular basis. These duties may include, but are not limited to

- At the beginning of the school year, all teachers and coaches will be paired with a homeroom for breakfast. For homerooms with two teachers, one teacher may be assigned to a classroom with an absent teacher
- Coverage of periods will not exceed 30 minutes per day.
- Teachers will have a duty free lunch as well as 45 minutes per day prep time outside of PLC for prep
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 60 minutes per week.

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but stipends should not be expected.

## **12. Class size.**

Kiley commits to ensuring a reasonable distribution and equity of class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

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### **13. Bulletin boards.**

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. The Springfield Education Association will be provided a clearly designated bulletin board for the purpose of posting Association-related notices and other materials. Such space will be provided in each building for the exclusive use of the Association.

### **14. Family-teacher communication.**

Teachers may be required to make regular phone calls to families about the academic progress of students, as well as respond to family inquiries via email, phone or in-person meetings throughout the school year.

### **15. Class coverage.**

During a typical Monday-Friday week, all staff members may be required to cover classes as needed, except during the teacher's duty-free lunch. To the extent possible, class coverage will be assigned equitably and on a rotated basis, including:

- Coverage of periods, not exceeding 30 minutes per day;
- Substitute coverage of classes of others who are absent from school. (When possible, duty time will be used when teachers are asked to cover class. Preference would be to hire substitute teachers)

### **16. Practicum teacher assignment practices, if applicable.**

Teachers may be requested to supervise a student teacher during the school year. Teachers may express preference to the principal in requesting or declining a student teacher placement.

### **17. Sub Plans.**

All teachers must have photocopied and ready 5 days of sub plans accessible in the classroom.



**Springfield Public Schools  
2018-2019 Student Calendar  
Kiley Middle School  
180 Cooley St, Springfield, MA 01128**



**Student Hours: 7:25 AM - 2:55 PM**

**Teacher Hours: 7:20 AM - 3:30 PM (Monday - Thursday); 7:20 AM - 3:00 PM (Friday)**

Aug 20-23: Teacher PD  
Aug 24: Convocation  
Aug 27: School Begins

Aug-18				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Feb 5: Early Release for Students  
Dismissal at 11:35am

Feb-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Feb 18: Schools Closed -  
Presidents Day

Feb 19-22: Schools closed for  
Mid-Winter Vacation

Sep 3: Schools Closed -  
Labor Day

Sep-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Mar 5: Early Release for Students  
Dismissal at 11:35am

Mar-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Mar 15: Schools Closed -  
Teacher Professional Day

Oct 2: Early Release for Students  
Dismissal at 11:35am

Oct-18				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Oct 8: Schools Closed -  
Columbus Day

Apr 15: Schools Closed -  
Patriots Day

Apr-19				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Apr 16-19: Schools Closed for  
Spring Vacation

Nov 6: Schools Closed -  
Teacher Professional Day  
(Election Day)

Nov-18				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Nov 12: Schools Closed -  
Veterans Day

Nov 21-23: Schools Closed -  
Thanksgiving Vacation

May 27: Schools Closed -  
Memorial Day

May-19				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec 4: Early Release for Students  
Dismissal at 11:35am

Dec-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Dec 21: Early Release at 11:35am -  
Last day before holiday vacation

Dec 24-31: Schools Closed for  
holiday vacation

Jun 19\*: End of school year -  
Early Release at 11:35am

Jun-19				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Jan 1: Schools Closed -  
New Years Day

Jan-19				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jan 11: Schools Closed -  
Teacher Professional Day

Jan 21: Schools Closed -  
Dr. Martin Luther King, Jr. Day

\*Calendar includes (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed for Students and Staff
- Early Release for Students at 11:35am
- No School for Students / Staff PD Day



**Springfield Public Schools  
2018-2019 Staff Calendar  
Kiley Middle School  
180 Cooley St, Springfield, MA 01128**



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**Teacher Hours: 7:20 AM - 3:30 PM (Monday - Thursday); 7:20 AM - 3:00 PM (Friday)**

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Aug 27: School Begins

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Feb 5: Early Release for Students  
Dismissal at 11:35am  
Feb 18: Schools Closed -  
Presidents Day  
Feb 19-22: Schools closed for  
Mid-Winter Vacation

Feb-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Sep 3: Schools Closed -  
Labor Day

Sep-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Mar 5: Early Release for Students  
Dismissal at 11:35am  
Mar 15: Schools Closed -  
Teacher Professional Day

Mar-19				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct 2: Early Release for Students  
Dismissal at 11:35am  
Oct 8: Schools Closed -  
Columbus Day

Oct-18				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Apr 15: Schools Closed -  
Patriots Day  
Apr 16-19: Schools Closed for  
Spring Vacation

Apr-19				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

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Teacher Professional Day  
(Election Day)  
Nov 12: Schools Closed -  
Veterans Day  
Nov 21-23: Schools Closed -  
Thanksgiving Vacation

Nov-18				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 27: Schools Closed -  
Memorial Day

May-19				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dec 4: Early Release for Students  
Dismissal at 11:35am  
Dec 21: Early Release at 11:35am -  
Last day before holiday vacation  
Dec 24-31: Schools Closed for  
holiday vacation

Dec-18				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Jun 19\*: End of school year -  
Student Dismissal at 11:35am  
Staff Dismissal at 11:45am

Jun-19				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Jan 1: Schools Closed -  
New Years Day  
Jan 11: Schools Closed -  
Teacher Professional Day  
Jan 21: Schools Closed -  
Dr. Martin Luther King, Jr. Day

Jan-19				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

\*Calendar includes (5) additional pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed for Students and Staff
- Early Release for Students (11:35) and Staff (11:45)
- Regular Day for Students / Friday Sched for Staff
- No School for Students / Staff PD Day (8:00-3:00)
- Regular Day for Students + Afternoon Staff PD until 4:15
- Early Release for Students (11:35) / Afternoon PD until 3:00



**Practice 1**

**Instructional Leadership, Shared Responsibility, and Professional Collaboration:** The school has established a community of practice through leadership and shared responsibility.

**Statement of alignment to priorities:** The summer committee work at Kiley, will write and garner feedback on an instructional vision that uses the language of the IPG to help all work link back to expectations across all classrooms. Based on other feedback in the SQR report, the vision will include language about high expectations for all students. The instructional vision will serve as the north star for curriculum/task development, teacher feedback, and accountability structures for educators and students.

**Action Plan**

Task	Owner	Start By	Complete By	Notes
TLT elections will be held, and a tentative meeting schedule developed, to ensure that faculty have a well-established process to take part in decision making processes.	TLT	September 2018	September 2018	
TLT / ILT / school leaders will meet on a regular basis to review and revise the action plan using ongoing data gathering and analysis.	TLT / ILT / Coaches	September 2018  Meet monthly	Ongoing	
Formal meeting structures will be reviewed and revised to improve two-way communication between staff and leadership and ensure alignment between all school teams and grade levels. CPT time will be designated for this collaboration.	TLT / ILT / Coaches	September 2018	October 2018	Sped / SEI / Gen-Ed will meet to collaborate and problem solve.  Quarterly CPT will be designated to collaborate on progress reports.



**Practice 2**

**Intentional Practices for Improving Instruction:** The school employs intentional practices for improving teacher-specific and student-responsive instruction.

**Statement of alignment to priorities:** Once the instructional vision is set, all teacher feedback will align to expectations and accurately capture strengths, challenges and next steps for educators. Feedback will also align to instructional priorities and reflect practices that support grade level, aligned tasks. We will also consider how common struggles with practice inform professional learning experiences that are designed to yield a coherent professional learning system.

**Action Plan**

Task	Owner	Start By	Complete By	Notes
IPG and culture and climate observation cycles will be developed in order to design, facilitate and execute high quality PLS. PD will be closely aligned to the needs of staff.	Climate and Culture Committee / TLT / Coaches / Admin	October 2018	Ongoing	PD dedicated to behavioral strategies for staff. Differentiated to meet the needs of staff
Data from IPG cycle and interim assessments from intervention classes will aid in allowing teachers to develop plans and respond to data in CPT.	Intervention Committee / Coaches / Admin / Grade level teams	Summer 2018	Ongoing	5 Week Cycle
Full implementation of Engage NY Math for core math teachers, including SPED, and ELL.	Math Committee	Summer 2018	Ongoing	Standards Institute & Ongoing Training

**Practice 3**

**Providing Student-Specific Supports and Instruction to All Students:** The school is able to provide student-specific supports and interventions informed by data and the identification of student-specific needs.

**Statement of alignment to priorities:** Kiley will develop a master schedule that allows for intervention time with flexible grouping for students. Time dedicated in the schedule will allow for targeted individualized support that is fluid with regular regrouping based on interim assessment data. Ensuring that the time is productive will depend on a set of decisions we makes on data to be used for identifying student needs, matching specific research-based curriculum tools to these needs for use during intervention time, and selection of the data that will be used to track if intervention time is actually resulting in improved student outcomes for targeted skills. Kiley will definitely use Mrs. Gangi as a resource to help as we develop this system and a related master schedule.

**Action Plan**

Task	Owner	Start By	Complete By	Notes
Summer committee will be developed to review, revise, plan and continue to monitor throughout the year intervention classes.	Committee Members	May 2018	Ongoing	Meet Quarterly
STAT team (Intervention Team) will meet regularly to monitor student progress resulting from Tier 3 interventions.	STAT Team	May 2018	Ongoing	Collaboration with Climate & Culture. Communication with grade level teams through team time.
A system to monitor interventions will be developed and implemented. This includes the revision of the PBIS / Climate and Culture learning walk rubric. Protocols will be developed to monitor and map student progress in an 8-12 week cycle which includes observation, actionable feedback, PD, and coaching (as needed).	Climate and Culture / STAT / Admin /TLT / Coaches	Summer 2018	Ongoing	School Wide rules, routines, protocols, and procedures will be developed.  School Wide Learning Walks provide anonymous feedback.
STAT and PBIS / Climate and Culture teams along with Dean of Students and leadership will collaborate using intentional protocols to observe intervention practices, analyze resulting data, make adaptive decisions, and evaluate effectiveness of ongoing tier 2 and tier 3 interventions.	Climate & Culture / STAT / Admin / Dean of Students / TLT / Coaches	Summer 2018	Ongoing	Collaboration will ensure a systematic approach for student incentives and reinforcement.
Teachers will use the results of interim assessments (IREADY) to tailor instruction in academic interventions classes to meet the needs of their students.	Coaches / Grade Level Teachers	September 2018	Ongoing	5 Week Cycle
Data will be used to group and monitor students in academic intervention classes to ensure they are receiving instruction aligned to their changing needs and zone of proximal development.	Intervention team / grade level teams/ SPED / ESOL / guidance	Fall 2018	Ongoing	5 Week Cycle

**Practice 4**

**Climate and culture for students, families and the community:** The school establishes and maintains an orderly and respectful learning environment for students and a collegial, collaborative, and professional culture for teachers. Additionally, the school employs intentional practices to engage families in their child's education, solicits ideas from families to improve the school and builds positive connections with the surrounding community.

**Statement of alignment to priorities:** At Kiley, all teachers will contribute to a school culture in which adults are professional and act with urgency. Students will continue to be treated with respect, positive relationships will be built, and successes celebrated. PBIS and trauma sensitive training will be provided to all staff. Success will be measured by monitoring monthly SWIS data and ILT/PBIS committee conducting quarterly learning walks with culture and climate rubric.

Action Plan				
Task	Owner	Start By	Complete By	Notes
PBIS / School Culture and Climate committees will be established to plan and facilitate school wide protocols and procedures.	Climate and Culture/  Admin/ Dean of Students	Committee Work  June 2018	August 2018	School wide accountability and adherence to behavior expectations.  Uniform policy, cell phone policy, and language expectations will be given an increased priority in focus.
The Culture and Climate learning walk rubric will be revised to ensure a school wide system of accountability.	Climate & Culture / Admin / TLT	Summer 2018	Ongoing	Learning Walks / Actionable feedback
School wide rules, routines, and procedures will be developed, rather than team based.	Climate & Culture / Admin	Summer 2018	Ongoing	Moving from team based rules to a unified School based rules, routines, and procedures.
PBIS / School culture and climate committee and STAT team will collaborate on a regular basis.	Climate & Culture / STAT	Summer 2018	Ongoing	Increased communication amongst all teams regarding student behavior interventions and Tier 2&3 problem solving.
Review and revisions of the system for team collaboration and problem solving / behavior tracking through use of the ALSUP.	Climate & Culture / Team	Fall 2018	Ongoing	Increase communication amongst all teams.
PBIS / Culture & Climate learning walk rubric, protocols, and procedures will be reviewed and revised in order to unify school culture/ climate, ensure accountability, and provide actionable feedback.	Climate & Culture Committee	Summer 2018	Ongoing	Using the climate and culture rubric to ensure school wide adherence to rules, routines, procedures and policy.
Develop and implement of a Parent Contract and Parent Support/Problem Solving protocol.	Climate & Climate	Summer 2018	Ongoing	

	Committee / Guidance / Dean of Students / Parent Facilitator			
Develop, plan, and implement a Student Support Center protocol and curriculum that has consistent consequences school wide for all students.	Climate & Culture Committee / Dean of Students / Admin	Summer 2018	Ongoing	<p>Dean of students oversees SSC with frequent visits</p> <p>Binders including tracking sheets for every student in the school will be used to document number of visits to SSC.</p> <p>A curriculum of activities for first, second, third , etc. visits to SSC will be created and instituted.</p>
A school-wide office detention system will be implemented for student conduct infractions.	Admin / all staff	Fall 2018	Ongoing	All staff will administer this detention at least once per school year in lieu of their weekly office hours.